

November 14, 2007

**An Outline of Proposed Changes to the
The Kentucky School Facilities Planning Manual 702 KAR 1:001**

The proposed changes to the regulation are extensive. In the attached document we have underlined and bolded the changes. Herein we will note these changes point by point:

- The entire format of the regulation has been changed to an outline form to allow easy reference.
- The regulation now combines the Planning Manual and Master Educational Facilities Manual into a single document.
- Table of Contents (page 5)- This entire document has been changed to reflect the new information and organization.
- Facilities Planning Overview (pages 6 and 7)- This entire section was not in either original manual and has been added.
- Acronyms (page 8)- Several acronyms that are currently in use in the regulation were not in either original manual and have been added.
- Definitions (pages 9 –14)-
 - Amendment (page 9)- entire definition has been added.
 - Base Capacity (page 9)- entire definition has been added.
 - Best Practices (page 9)- entire definition has been added.
 - Building Systems (page 9)- entire definition has been added.
 - Discretionary Project (pages 9 and 10)- definition has been revised.
 - Finding (page 10)- entire definition has been added.
 - Local Education Agency (page 10)- entire definition has been added.
 - Local Planning Committee (page 10)- entire definition has been added.
 - Major Renovation (page 10)- definition has been revised.
 - Model Program (pages 10 and 11)- original definition has been renamed.
 - Needs Calculation (page 11)- entire definition has been added.
 - Permanent Center (page 11)- definition has been revised.
 - Priority Project (page 12)- definition has been revised.
 - Public Forum (pages 12 and 13)- definition has been revised.
 - Public Hearing (page 13)- definition has been revised.
 - Public Meeting (page 13)- entire definition has been added.
 - Quorum (page 13)- entire definition has been added.
 - School-Based Decision Making Council (page 13 and 14)- entire definition has been added.
 - Transitional Center (page 14)- definition has been revised.
 - Waiver (page 14)- entire definition has been added.

- Chapter 1- District Facilities Planning Process (pages 15-32)
 - Planning Process Step-by-Step Overview- (pages 15-17)
 - Architect's Evaluation (page 15) has been relocated to the beginning of the process and better defined.
 - District Facilities Plan Development (page 15) has been revised to better define the Orientation Session.
 - KDE District Facilities Plan review (page 16) has been revised to show submission requirements.
 - LPC Voting (page 16) has been revised to highlight that a quorum must be present and to note what is required for KDE staff approval.
 - KBE review (page 17)- has been revised to add submission requirements and steps in the review process.
 - Local Planning Committee Selection- (pages 18-20)
 - LPC membership has been revised to add the District Facilities Director to the LPC (page 18).
 - Parent Representative selection (pages 18 and 19) has been revised to more greatly outline the process.
 - Teacher Representative selection procedure (page 19) has been added.
 - Building Administrator selection procedure (page 19) has been added.
 - Building Facilities Director selection procedure (page 19) has been added.
 - Central Office Staff selection procedure (page 19) has been added.
 - Local Board Representative selection (page 19) has been revised to more specifically outline the process.
 - Local Building/Zoning Official selection procedure (pages 19 and 20) has been added.
 - Architect and Engineer Building Evaluation- (pages 20-22)
 - Building Condition Evaluation (page 20)- has been revised to more clearly note required intent.
 - Evaluation Criteria (page 20)- has been revised to note what qualifies to be included on the DFP.
 - Priority 1d. KERA Strand (page 20)- has been revised to include fixed technological classroom equipment.
 - Renovation and new construction relating to flood plain language has been revised (page 21).
 - Language has been added that would exempt new facilities from being reviewed (page 21).
 - Language explaining the use of the inventory in existing facility evaluation has been added (page 21).

- The requirements for small-scale drawing submission have been added (page 21).
- New construction size and DFP pricing information has been revised (pages 21 and 22).
- Renovation and DFP pricing information has been revised (page 22).
- Architect and Engineering Fees have been revised and the requirements more specifically noted (page 22).
- District Facilities Plan Development (pages 22-27)
 - Professional Facilitation Fee guidelines have been added and the requirements more specifically noted (page 23).
 - KDE's role in the Planning Process (pages 23 and 24) has been revised to clarify the furnishing of demographic information, review of the draft DFP and how to work with the district during the hearing process.
 - Meeting, Forum and Hearing requirements (pages 24-26) have been expanded to more clearly outline the requirements for each.
 - Research requirements (pages 26 and 27) have been revised to add a focus on cost of delivery of services at each school, an understanding of funding and the use of demographic data in DFP development.
- KDE Review of the Draft DFP (pages 27-28)- has been added to outline the information reviewed by KDE upon DFP submission and the manner in which the requirements of the regulation are applied.
- LPC Voting (pages 28 and 29)- has been added to clarify the steps in the LPC voting process.
- Local Board Voting (pages 29 and 30)- has been added to clarify the steps in the local board voting process.
- Hearing Process (pages 30 and 31)- has been revised to include (1) public hearing and to clarify the steps in the process.
- KBE Review (pages 31 and 32) has been added to outline KBE's role in the DFP process.
- Chapter 2- District Facilities Planning Format (pages 32-36)
 - General (page 32)- has been added to give an overview of the format and layout.
 - Capitol Construction Priorities and Discretionary Construction Projects (pages 33 and 34) has been revised to add a priority for life safety and ADA requirements and more clearly note the work in each priority plus its relationship to restricted funding and demographics.

- Priority Listings (pages 34-36)
 - Priority 1d. KERA Strands (page 34)- has been revised to add fixed technology equipment.
 - Priority 1f. (pages 34 and 35)- has been added to include ADA and life safety construction.
 - Priority 2d. KERA Strands (page 35)- has been revised to add fixed technology equipment.
 - Priority 5 Discretionary (pages 35 and 36) has been revised to more clearly identify items to be included in the priority and how these items relate to the use of restricted funding.
- Chapter 3- Facilities Analysis (pages 36-58)
 - General (page 36)- has been added to give an overview of the format and layout.
 - School Capacity (pages 36-38)- has been added to provide a clearer understanding of how school capacity is calculated and how it relates to the planning process. The calculation process has been revised, as requested by the Facilities Task Force, to recognize the relative size difference of classrooms and propose capacity reductions for smaller classrooms.
 - Facility Cost Analysis (pages 38 and 39)- has been added to provide a clearer understanding of how the R.S. Means Price Guide is used in the planning process. The use of this document has been revised, as requested by the Facilities Task Force, to recognize that it does not include all construction costs and to propose a better method for annual updates than is currently employed.
 - New Facilities (pages 39 - 41)- this section has been greatly modified to clarify the planning process for new facilities as follows:
 - Use of demographic projections to justify new construction (pages 39 and 40).
 - The effect on the other facilities in a district when a new building is constructed (page 40).
 - Requirements to justify new construction (page 40).
 - Minimum school sizes have been revised to delete ambiguous language, Preschool Centers and Alternative Schools have been added (page 40).
 - Maximum school sizes have been revised and Preschool Centers have been added (pages 40 and 41).
 - The use of Model School Programs has been added and more clearly explained (page 41).
 - Model Program of Spaces (pages 42 - 56)
 - Elementary School Model Program (page 42)- has been revised to rename the chart to more clearly identify its use, change the name of the space to be used at the discretion of the local

- district and to update the pricing (the pricing will need to be updated just before publication).
 - Middle School Model Program (page 43)- has been revised to rename the chart to more clearly identify its use, add space for Consumer and Family Science, change the name of the space to be used at the discretion of the local district and to update the pricing (the pricing will need to be updated just before publication).
 - High School Model Program (page 44)- has been revised to rename the chart to more clearly identify its use, change the name of the space to be used at the discretion of the local district and to update the pricing (the pricing will need to be updated just before publication).
 - Alternative School Model Program (page 45)- has been added (the pricing will need to be updated just before publication).
 - Early Childhood Centers Model Program (page 46)- has been added (the pricing will need to be updated just before publication).
 - Table 304.8.1 Assignable/Unassignable Space Table (page 47) has been revised to add conversion for Alternative Schools, Preschool Centers, Vocational Schools, Central Offices, Bus Garages and Central Storage Facilities.
 - Vocational and Technical School Programs (page 52)- has been added to require the approval of the Education Cabinet, Department of Workforce Investment and KDE Division of Career and Technical Education in the justification for the addition of facilities.
- Renovations and Additions (pages 57 and 58)- this section has been greatly modified to clarify the planning process for existing facilities as follows:
 - Use of the Model Program to justify additions has been added (page 57).
 - Use of demographic projections to justify additions has been added (page 57).
 - Building condition analysis has been clarified (page 57).
 - Minimum school sizes have been revised to delete ambiguous language and Preschool Centers have been added (pages 57 and 58).
 - Renovation cost analysis information has been added (page 58).

- Chapter 4- Submission Requirements (pages 59 - 60)- this chapter have been greatly modified to outline the specific submission requirements that must be provided by the district and their consultants and the times in which they must be submitted.
- Chapter 5- District Facilities Plans Modification Procedures (pages 60-63)
 - General (page 60)- has been added to give an overview of the format and layout.
 - Waiver Process (pages 60 and 61)- has been revised to outline the requirements, process and procedures for waving the four- (4) year requirement for the District Facilities Plan development.
 - Amendment Process (pages 61 and 62)- has been revised to outline the requirements, process and procedures for amending the District Facilities Plan development. This process has been abbreviated from the previous Amendment Process.
 - Finding Process (pages 62 and 63)- has been added to outline the requirements, process and procedures for minor change to the District Facilities Plan development.
- Appendix (pages A-1 to A-14)
 - District Demographic and Economic Profile Form (Appendix page A-1 in the current MEFP) has been eliminated. At the time of the original development of this document the information was not gathered by KDE or outside entities, but since the advent of computers and the explosion in demographic data gathered from University and private sources, this information is obtained directly by KDE and shared with the district for their review.
 - Architect and Engineer Building Evaluation (page A-3)- has been revised to provide an active document that will automatically tabulate a building's category rating and is weighted based on the criteria established by the Facilities Task Force.
 - Summary Cost Analysis (Appendix page A-10 in the current MEFP) has been eliminated. The information contained in this document was not used in the review or DFPs and it is contained in the revised Appendix A-4.
 - Architect Evaluation Cost Criteria (Appendix page A-11 in the current MEFP) has been eliminated. The information contained in this document has been included within the actual text of the Manual.
 - Student Travel Times (Appendix page A-12 in the current MEFP) has been eliminated. At the time of the original development of this document the information was not gathered by KDE, but since the advent of computers this information is gathered by the district and KDE in forms that are much better suited for analysis and verification of travel times.
 - Cost Analysis for Possible Capital Improvements (Appendix page A-13 in the current MEFP) has been eliminated. The information

contained in this document was not used in the review or DFPs and it is contained in the revised Appendix A-4

- Architect/Engineer/Facilitator Fee Guidelines (Appendix page A-14 in the current MEFP) has been eliminated. The information contained in this document has been included within the actual text of the Manual in Section 102.6.
- Gross Student Capacity Calculation (Appendix page A-19 in the current MEFP) has been eliminated. The information contained in this document has been included within the actual text of the Manual in Section 302.
- Public Hearing Instructions (page A-11)- has been added to provide greater instruction to the district in the holding of their Public Hearing. This document is being used currently as an informal direction tool.
- Public Hearing Sign-In Sheet (page A-12)- has been added to provide uniformity in the documents used by districts in their Public Hearing. This document is being used currently as an informal direction tool.
- Public Hearing Agenda (page A-13)- has been added to provide uniformity in the administration of the Public Hearing. This document is being used currently as an informal direction tool.
- Public Hearing Report Template (page A-14)- has been added to provide uniformity in the administration of the Public Hearing. This document is being used currently as an informal direction tool.